



Volunteer Role Description Note Taker / Workshop Assistant

Responsible to

Emma Grainger - Ethos Development Officer

Other Relationships

Sarah Williams - Volunteer Officer

Overall purpose of the role

To assist the Ethos Development Officer with interactive workshops with pupils, parents and staff of schools as part of a school self-evaluation process.

Keys areas of work

- Taking notes on discussions
- Compiling notes into short report after sessions
- Assisting in setting up workshop space
- Assisting with breakout group-work ie. timekeeping, reminders

Skills - Essential

- Listening and dissecting information within group discussions
- Efficient capturing of conversation key points
- Ability to communicate well with various groups of people
- A friendly and approachable manner
- A strong sense of discretion and a deep understanding of confidentiality

Place of Volunteering

Various Educate Together National Schools, nationwide. Some office based meetings if preferable to outside location

Hours of work

The next workshops are late May (28th and 31st) in the Wicklow area. A meeting before this date would be necessary - venue flexible. The nature of the workshops will be sporadic throughout the year until late June. It is anticipated that maximum 5 schools will take part before the summer break. At least 2 weeks notice will be given for each date. Generally the workshops will take place over one school day and one evening.

Notes:

- It is preferable that the volunteer is not directly connected with the local schools involved in the Self-Evaluation process.
- Our Volunteer Officer will go through our Volunteer Policy and our Expenses Policy with you.
- You will be asked to sign a Volunteer Agreement Form
- We will be checking references

For more information about the role or how to get involved, please contact Sarah Williams, Volunteer Officer on 01 429 2500 or volunteer@educatetogether.ie

Some possible benefits of Volunteering for this role

- an opportunity to significantly contribute to the Ethos Evaluation work of Educate Together
- a chance to work directly with the Leadership and Governance Development Team
- a first hand insight into how a school operates
- an opportunity to develop workshop experience